

22 How do I add new members of staff?

Ref: CORP-052-01

Task: Use the Admin Area

Admin Area

The **Admin Area** is used to create and edit users of GDM-Health.

It can be used by clinicians and non-clinicians such as the Hospital Trust Administrator.

Role Definitions

Standard user: A clinician with this role type is only allowed to create and review patient records.

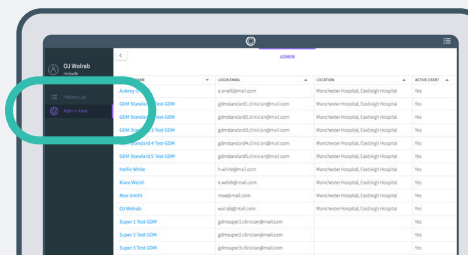
Super user: A clinician with this role type is able to create and review patient records and also create standard and super users.

Administrator: This role is assigned to the IT department to allow for management of the product. The Administrator will not have access to patient records.

Step 1

On the patient list dashboard, click on the **Admin Area** on the left-hand side corner of the page.

Note that, only the clinicians with **Super user** role or **Administrators** can have access to the **Admin Area**.



Step 2

Click on **Create User**.

Complete the fields in the screen shown below and click **Next**.

Add New User

<small>FORENAME</small> Insert first name *	<small>LAST NAME</small> Insert last name *
<small>TELEPHONE NUMBER</small> Insert mobile number	<small>EMAIL ADDRESS</small> Insert email address *

Step 3

Complete the fields in the following screen shown below and click **Next**.

Add New User

<small>JOB TITLE</small> *
<small>NHS SMART CARD NUMBER</small>

Step 4

Within the **Location** field, select the location for the new user.

Add New User

LOCATION

Manchester Hospital

Eastleigh Hospital

Step 5

Within the **Role** field, select the role you want the new user to have within GDM-Health and click **Done**.

ROLE

Standard

IS USER ACTIVE?

Yes No

Step 6

You will be re-directed to the **Admin Area** dashboard where you will see the user you have just created.

If the new user does not appear, please refresh your browser.